

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Senior Transportation Engineer, CT | OFFICE/BRANCH/SECTION District 5/Program Project Management and Asset Management | |
| WORKING TITLE Project Manager | POSITION NUMBER 905-100-3161-018 | REVISION DATE 07/23/2025 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Office Chief of Project Management, the incumbent serves as Project Manager (PM) responsible for the delivery of assigned capital projects, which may include special and locally funded projects. Incumbent ensures that the projects are completed in accordance with the approved scope, schedule, and budget. The PM will have responsibility from the Project Initiation Document (PID), through the completion, or closeout of the project. The PM will have authority over all project team members for cost, schedule, and coordination of work. The PM will coordinate with local partners regarding projects and represent District 5 Program Project Management demonstrating transparency and accountability.

Possession of a valid California Professional Engineer license is required.

CORE COMPETENCIES:

As a Senior Transportation Engineer, CT, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity)
- Conflict Management**: Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - Collaboration)
- Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - Collaboration, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Equity, People First)
- Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Equity - Collaboration, Equity, People First)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity - Innovation)
- Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Pride)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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| 25% | E | Responsible for the planning, monitoring, and controlling of transportation project activities that are performed by all the Capital Outlay functions which support timely delivery of the project. Responsible for communicating and coordinating with Headquarters functions, local agencies, and external stakeholders. Keeps the PM Office Chief and Single Focal Point (SFP) informed of any and all major issues that cannot be resolved at the Project Manager level. Serves as the Project Team Leader and coordinates the work performed by the Project Team. Monitors and manages the progress of each functional unit involved in the project delivery process. Identifies conflicts and issues in a timely manner and elevates to the SFP as needed. |
| 25% | E | Monitors and updates project scope, schedule, and cost and reports timely and accurate project status information to District Management on a regular basis in accordance with the Department's policies and adopted programs(STIP, SHOPP, Minor, Bond, etc). |
| 20% | E | Develops and manages project work plans through coordination with all participating Functional Managers and the Project Management Support Unit (PMSU). Ensures development of complete project work plans to the appropriate level of detail for all assigned projects. Monitors the planned support costs versus actual expenditures on a periodic basis to deliver within the programmed budget. Ensures that the scope, schedule, and budget is in accordance with the programming document and utilizes change management tools when necessary. Reviews and updates work plans that are part of Caltrans authorized workload in support of annual budget development. |
| 10% | E | Ensures that the project is developed in conformance with applicable project development and environmental policies and procedures, and ensure overall quality of assigned projects. |
| 10% | E | Utilizes Project Management software and databases, and coordinates with the Project Management Support Unit staff to produce a wide variety of reports to control cost and schedule, and to report on the status of projects. |
| 5% | E | Serves as the single point of contact with Headquarters staff, Public Information Office, local agencies, and the public for assigned projects. |
| 5% | M | Coordinates with the Planning Division to provide Project Management services to deliver the PIDs within the approved scope, schedule, and budget. |

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No supervision required. The incumbent exercises leadership over the Project Development Team. The incumbent will provide guidance to a Project Manager Assistant (PMA), and work with the PMSU manager to assign workload to the PMA and other support staff in the PMSU unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires an understanding of all phases of project development and the principles of project management.

- Knowledge of the policies and practices regulating the activities of each of the project phases (PID, Environmental, Design, Right of Way, and Construction).
- Knowledge of the major computer software and databases used by Caltrans: i.e., PRSM, AMS Advantage/Info Advantage, CTIPS, and Open Workbench.
- Ability to plan and organize the work, and to work effectively and efficiently with others to establish a common goal to achieve successful project delivery.
- Ability to provide leadership to develop and control project scope, cost, and schedules through the use of multi-disciplinary teams.
- Ability to use good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners to meet the needs of the community and traveling public.
- Ability to analyze the entire project delivery process, including the required interfacing with local agencies and the public, and be able to anticipate technical issues and potential local concerns with each project.
- Ability to effectively coordinate, negotiate, and communicate orally and in writing.
- Ability to manage and be actively engaged in the project budget to maintain the overall financial health of the project, including reviewing project coding.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent must be able to anticipate problems and identify issues that may affect project schedule and cost, including capital outlay support costs. Failure to identify and resolve issues early or failure to coordinate and monitor the program with the functional units assigned to the project can result in project delay or cost increases which are unacceptable. This type of failure will lead to a lack of credibility with the CTC, the local agencies, and the public, affecting Caltrans' ability to deliver its Capital programs.

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PUBLIC AND INTERNAL CONTACTS

The Project Manager is the primary external contact and advocate for the project. Frequent contact with the Local, State and Federal agencies, elected officials, media, and the public. Contact with Caltrans Management and functional units.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- The incumbent may be required to sit or stand for periods of time using a personal computer and attend meetings.
- The incumbent may be required to move large or heavy files and displays from one location to another.
- The incumbent may be required to travel for long periods of time to review projects and attend meetings, both day and evenings.
- Must be able to develop and maintain cooperative working relationships.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.
- Must have the ability to lead and encourage others to perform and provide quality service for high performance.
- Must be willing to take risks at times to accomplish goals and to persuade others to accept risk.
- Must be able to adapt to unexpected changes in work situations that may result in project re-scheduling and resource assignments.
- Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining calm and diplomatic attitude.
- Must be able to resolve conflict without escalating each issue to the Office Chief or SFP.

WORK ENVIRONMENT

The incumbent’s work location is in the District Offices in a climate controlled building with adjustable modular furniture under artificial lighting. Working hours are variable, typically set sometime between 7:00 a.m. and 5:00 p.m with core hours between 9:00 a.m. and 4:00 p.m. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’ current telework policy. While Caltrans supports telework, in-person attendance may be required based on the operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

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| EMPLOYEE (Signature) | DATE |
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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| SUPERVISOR (Signature) | DATE |
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